

## Sykes & Son Ltd

### Job Description and Person Specification

| Date Effective               |  |
|------------------------------|--|
| <b>IMS Reference</b>         | ADM/0200-00  |
| <b>Job Title</b>             | Site Manager   |
| <b>Based</b>                 | On Site  |
| <b>Reporting to</b>          | Contracts Manager(s)   |
| <b>Direct Report(s)</b>      | Operatives   |
| <b>Working Relationships</b> | Colleagues, clients, suppliers   |
| <b>Job Summary</b>           | To ensure all works are carried out to the standard required by the Company and the Client while adhering to all relevant legislation. |

#### Key responsibilities and Accountabilities:

1. Manage directly employed and subcontracted labour on site.
2. Ensure safe working practices, accuracy and quality of work carried out.
3. Liaise with clients, building team, consultants and other stakeholders effectively and professionally.
4. Order materials, labour and plant in a cost-effective manner.
5. Prepare, compile, review, and update site administration to Company and Legislative standards.
6. Attend interviews for prospective projects as required by Line Manager.
7. Attend regular progress and ad hoc technical meetings.
8. Ensure timely completion of works and production of handover documentation as required.

#### Competencies

| Competence                                   | Level            |                     |                        |                               |                           |
|--|------------------|---------------------|------------------------|-------------------------------|---------------------------|
|  | 1 – not required | 2 – rarely required | 3 – sometimes required | 4 – required most of the time | 5 – required all the time |
| <b>Leadership</b>                            | 1                | 2                   | 3                      | 4                             | 5                         |
| <b>People Management</b>                     | 1                | 2                   | 3                      | 4                             | 5                         |
| <b>Communicating</b>                         | 1                | 2                   | 3                      | 4                             | 5                         |
| <b>Resource Management</b>                   | 1                | 2                   | 3                      | 4                             | 5                         |
| <b>Performance and Results</b>               | 1                | 2                   | 3                      | 4                             | 5                         |
| <b>Decision Making</b>                       | 1                | 2                   | 3                      | 4                             | 5                         |
| <b>Organisational and External Awareness</b> | 1                | 2                   | 3                      | 4                             | 5                         |

## Personal Attributes/Aptitude/Skills

| Personal attributes/aptitude and skills         | Essential  | Desirable   |
|---|--|---|
| <b>Qualifications</b>                           |  | Trade qualifications  |
| <b>Education needed for this role</b>           |  |   |
| <b>Training needed for this role</b>            | SMSTS  | First Aid<br>Asbestos Awareness<br>RAMs training<br>CSCS                |
| <b>Experience needed for this role</b>          |  | At least 2 years exp running refurbishment and or restoration projects. |
| <b>Personal attributes needed for this role</b> | The candidate will need to be able to clearly communicate with site personnel, the professional team including the client.                   |   |
| <b>Aptitude needed for this role</b>            | Building successful working relationships with staff, tradespeople, and clients  |   |
| <b>Skills needed for this role</b>              | Competence in Email and Microsoft Word<br>Clear written and verbal communication skills,<br>The ability to organise and prioritise work load |   |